

POSITION DESCRIPTION (Please Read Instructions on the Back)										1 Agency Position NLL12590	
2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service		4 Employing Office Location Orlando, FL		5 Duty Station Orlando, FL		8 CPM Certification			
Explanation (Show any positions replaced)				7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9 Subject to IA Act <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11 Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13 Competitive Level 0742	
15 Classified/Graded by:		Official Title of Position				Pay Plan		Occupational Code		Grade	
a U.S. Office of Personnel Management											
b Department, Agency or Establishment											
c Second Level Review											
d First Level Review		OFFICE AUTOMATION ASSISTANT				GS		0326		07 BP 23 Oct	
e Recommended by Supervisor or Initiating Office											
16 Organizational Title of Position (if different from official title)						17 Name of Employee (if vacant, specify) COTHRIN, T					
18 Department, Agency, or Establishment DEPARTMENT OF THE ARMY						c Third Subdivision DIRECTORATE FOR RESEARCH & ENGR MANAGEMENT					
a First Subdivision ARMY MATERIAL COMMAND (AMC)						d Fourth Subdivision					
b Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION COMMAND						e Fifth Subdivision					
19 Employee Review—This is an accurate statement of the major duties and responsibilities of my position						Signature of Employee (optional)					
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.											
a Typed Name and Title of Immediate Supervisor EDWIN TRIER, DIR FOR RESEARCH & ENGR MGMT						b Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature _____ Date 11/1/97						Signature _____ Date					
21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22 Position Classification Standards Used in Classifying/Grading Position US OPM PCS FOR GS-303, 01/79; US OPM PCS FOR GS-326, 11/90; US OPM PCS FOR GS-335, 02/80 OFFICE AUTOMATION GRADE EVAL GUIDE, 11/90					
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER						Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exempted FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date 3.2.2011											
23. Position Review		INITIALS		DATE		INITIALS		DATE		INITIALS	
a Employee (optional)											
b Supervisor											
c Classifier											
24 Remarks THIS POSITION IS AT THE FULL GS-07 FULL PERFORMANCE LEVEL.											

BUS: 7777

INTRODUCTION

This position is located in the Research and Engineering Management Directorate and serves as an assistant to the Director, Research and Engineering Management Directorate, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The primary purpose of the position is to plan, coordinate and/or accomplish a variety of office support functions and to perform a myriad of administrative duties involving coordination and liaison within STRICOM and across various other organizational elements concerning organizational improvement and technical information.

MAJOR DUTIES

1. Establishes and manages the Directorate's information repositories. In this capacity, incumbent traces required information, coordinates with those responsible for providing required information, inputs information into the repositories, maintains quality assurance and configuration management of the repositories, and provides status to the Director. Information in the Data Repositories relates to organization improvement efforts and is critical to the Directorate's assessment of progress.

50%

2. Incumbent leads the administrative improvement activities within the Directorate. In this capacity, interfaces with the Directorate Administrative Staff and other STRICOM administrative personnel in establishing and implementing consistent administrative policies, processes, and procedures. Ensures that the Directorate Administrative Staff continually looks for improvement opportunities. Once improvement opportunities are identified, ensures that policies, processes, and procedures are modified, archives in the information repository, and made available to the Administrative Staff. Provides status to the Directorate Leadership Team on administrative improvement activities.

40%

3. Maintains the Directorate's Technical Information Center. In this capacity, orders required technical information, maintains a catalog of available technical information and monitors information which is removed from the Center by Directorate personnel.

10%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION
FL 1-4 - 550 POINTS

- Knowledge of and skill in applying Configuration Management and Quality Assurance processes to complex relational data bases.
- Knowledge and skill in establishing and managing a Technical Information Center.
- Knowledge of and skill in applying Collaborative Organization Design processes.
- Knowledge of and skill in using relational data bases to generate organizational improvement documents such as Strategic Plans, President's Quality Award Applications, and Organizational Design documents.
- Knowledge of and ability to apply the Directorate's organizational improvement processes.
- Knowledge of the STRICOM and Directorate Administrative policies, processes, and procedures.
- Skill in using a personal computer to prepare correspondence, reports, presentations, memoranda, and briefings into final format utilizing various types of word processing, spreadsheet, database management and graphics software packages.
- Skill in using other types of office equipment such as typewriters, telephones (including voice mail systems), copiers, scanners, overhead projectors, video and teleconferencing equipment, etc., to assist with meetings, conferences and briefings.
- Ability to set priorities and organize the work flow to maximize efficiency and productivity.
- Ability to communicate articulately both orally and in writing to respond to written and oral requests and inquiries.

- Ability to maintain confidentiality regarding work issues.
- Ability to deal tactfully with people at all levels throughout DoD, other Federal agencies, and private industry.
- Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software, database, spreadsheet, and word processing; and knowledge of the similarities, differences, and integration of the different software types, such as MS Access, MS Excel, MS Powerpoint, and MS Word.
- Ability to select the most appropriate software type for a specific office need, to integrate different software types into a single document, e.g., to retrieve data, convert it into graphic form and incorporate into the text of a report; to devise new methods of automated office support, to resolve problems with current automated office support methods; or to complete other nonstandard assignments using varied office automation techniques.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 POINTS

Incumbent of position reports to the Director, Research and Engineering Management Directorate. The supervisor sets deadlines for particular projects to be completed as well as the priorities within the office. Incumbent works primarily independently consulting with the Director when an unusual or complex situation arises. Employee must handle and respond to various situations on personal initiative and accomplishes most of the work without direction from the supervisor. Completed work is reviewed only with respect to accomplishment of objectives and overall operation of the clerical and administrative processes within the Directorate.

FACTOR 3. GUIDELINES - FL 3-3 - 275 POINTS

Guidelines include DoD, DA, AMC, STRICOM administrative and correspondence directives and standard operating procedures and policies regarding filing and correspondence, and/or leave/time and attendance. Guidelines also include reference manuals, handbooks, dictionaries and thesaurus. The incumbent must frequently interpret and adapt these guidelines to the specific work situations. In addition, uses procedural guidelines in the form of manufacturer's manuals and tutorials for users, agency correspondence procedures, style manuals, technical dictionaries, sample work products, etc. Judgment is required to search manuals for methods that may be applied and to adapt those methods for special requirements. Employee uses initiative and

judgment in deviating from existing instructions or practices to resolve operating problems or to develop more efficient processing procedures. Frequently, the methods developed become guidelines for other employees in the Directorate.

FACTOR 4. COMPLEXITY - FL 4-3 - 150 POINTS

Work includes various types of administrative and support functions to the Director, Research and Engineering Management Directorate. Such duties are completely varied in nature, require coordination and frequently are without precedent. The incumbent must use personal knowledge of the duties, priorities and commitments of the Director to successfully accomplish the assignment.

- The work involves using several types of software packages for different office needs. Assignments typically include a broad range of office automation duties such as:

- Using word processing and graphics software to prepare reports and briefing documents, using spreadsheet software, and project management software. In performing the work, the employee applies judgment in selecting from many different software, considering the range and peculiarities of the Division's information processing capabilities and requirements. The employee regularly develops methods and procedures for office automation tasks, identifies and solves problems in existing methods or procedures.

FACTOR 5. SCOPE AND EFFECT - FL 5-2 - 75 POINTS

Work of the incumbent directly affects the administrative and organization improvement processes of the Research and Engineering Management Directorate.

The work affects the way in which other employees document, store, receive or transmit information, and increases the availability and usefulness of the information involved.

FACTORS 6. AND 7. PERSONS CONTACTED AND PURPOSE OF CONTACTS
2 B - 75 POINTS

PERSONS CONTACTED: Contacts are with individuals within and outside STRICOM, private industry and government personnel from other facilities and/or higher headquarters, etc.

PURPOSE OF CONTACTS: The purpose of contacts is to coordinate, plan, advise or resolve administrative and operating problems. Contacts are also made to ensure completion of action items and suspense's, and to schedule meetings and conferences.

SUPERVISORY CONTROLS

Receives closer supervision initially via verbal instructions and a review of work during progress and upon completion. As training progresses and competence is gained, incumbent is permitted to function with increasing freedom from supervision.

MAJOR DUTIES

Receives training in performance of duties and responsibilities set forth on attached job description (PD#: NL). Gradually assumes more responsibility and learns to perform the full scope of the position.

Performs other duties as assigned.

NOTE: Non-competitive promotion of the incumbent of this position may be effected provided the attached description is classifiable to its present title, series and grade level at the time the incumbent meets the following requirements:

- a. The incumbent is performing the full scope of the major duties under the supervisory controls stated in the attached job description.
- b. The incumbent meets the regulatory qualification requirements for promotion.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11259

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."